



County of Los Angeles CHIEF EXECUTIVE OFFICE

Kenneth Hahn Hall of Administration
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(213) 974-1101
<http://ceo.lacounty.gov>

WILLIAM T FUJIOKA
Chief Executive Officer

Board of Supervisors
GLORIA MOLINA
First District

MARK RIDLEY-THOMAS
Second District

ZEV YAROSLAVSKY
Third District

DON KNABE
Fourth District

MICHAEL D. ANTONOVICH
Fifth District

August 10, 2009

To: Supervisor Don Knabe, Chairman
Supervisor Gloria Molina
Supervisor Mark Ridley-Thomas
Supervisor Zev Yaroslavsky
Supervisor Michael D. Antonovich

From: William T Fujioka
Chief Executive Officer

A handwritten signature in black ink, appearing to be "WTF", is written over the printed name of William T. Fujioka.

SOLE SOURCE CONTRACTS ANNUAL SURVEY RESULTS

On February 6, 2008, your Board approved revisions to Board Policy 5.100 – Sole Source Contracts (Policy). The revised Policy was effective immediately and it continued the requirement for departments to advise your Board in advance of commencing negotiations for sole source contracts requiring Board approval in excess of \$250,000. The updated Policy also mandated departments to:

1. Attach a Sole Source Checklist to any Board letter which includes a recommendation to approve a sole source contract (the Checklist is reviewed and approved by this Office to ensure compliance with the criteria for sole source contracts prior to submittal to your Board); and
2. Track their sole source contracts below the threshold of \$250,000 and to provide such information to this Office beginning June 2008, and on an annual basis thereafter.

On June 8, 2009, this Office requested that departments provide the following sole source contract information for 2008-09:

- The contract number, amount of contract, contract term, name of contractor, type of service, and a brief description of the justification for pursuing the sole source contract. Include extensions of prior sole source contracts, and extensions of competitively bid contracts which have been extended past options years on a sole source basis.

"To Enrich Lives Through Effective And Caring Service"

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Each Supervisor
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Sole Source Contracts Survey Results

As indicated on the attached Sole Source Contracts Survey Results Chart (Chart), all departments were responsive to the survey. Based upon analysis of the survey information, this Office determined that, in general, the majority of departments do not utilize sole source contracts for services. Specifically, 16 out of 40 departments indicated they had sole source contracts below the threshold of \$250,000 for 2008-09, compared with 15 out of 40 for 2007-08. Overall, the survey disclosed that there were 55 sole source contracts countywide meeting the criteria for 2008-09, totaling \$5,323,328. The types of services contracted via sole source agreements varied by department. In comparison, 59 sole source contracts were reported from departments for 2007-08, totaling \$4,479,071.

While there are circumstances that warrant departments to engage in sole source contracts, we recognize such contracts hinder the open and competitive bidding process and, as such, we will continue to monitor sole source engagements to identify methods to limit sole source contracts in future endeavors.

Please note that contracts for consulting services executed under this Office's delegated authority are not included in the survey as we report these contracts to your Board on a quarterly basis.

Per your Board's instruction, we will continue to report to your Board on an annual basis for sole source contracts meeting the established criteria. Should you have questions regarding this memorandum, please let me know or have your staff contact James Hazlett at (213) 974-1148 or Jhazlett@ceo.lacounty.gov.

WTF:ES:MKZ
FC:JH:pg

Attachment

c: All Department Heads
Administrative Deputies
Contract Managers' Network

**COUNTY OF LOS ANGELES
SOLE SOURCE CONTRACTS RESULTS CHART 2008-2009**

CONTRACTOR	SERVICES	AMOUNT
<i>Animal Care and Control</i>		
D &D Services, Inc.	Pickup and Disposal Services Total	\$175,140
<i>Assessor</i>		
Sungard Recovery Services	Disaster Recovery Service Total	\$100,000
<i>Department of Children and Family Services</i>		
CulinArt of California, Inc.	Food services	\$246,432
INTL Limo, Inc.	Transportation Services for Medically Fragile Children	\$40,000
National Council on Crime and Delinquency	Develop the Structure Decision Making tool	\$154,952
3MM, Inc. d.b.a. Arrow Parking, Inc.	Parking Attendant Services	\$83,868
	Total	\$525,252
<i>Department of Community and Senior Services</i>		
South Bay Workforce Investment Board	Certifies Eligibility of New Training Vendors Total	\$75,000
<i>Community Development Commission/Housing Authority</i>		
Henry Nunez Coordinated Land Services	Acquisition Consulting	\$2,500
Information Systems & Services, Inc.	Maintenance and Software	\$44,019
Facility Strategies Group, LLC	Energy Performance Consulting	\$45,107

CONTRACTOR	SERVICES	AMOUNT
Security Signal Devices, Inc.	Security Systems Services	\$249,995
Wilmington Community Clinic	Health Care Management Services	\$90,000
Auston Service Group, Inc.	Electrical Services	\$17,865
CBRE Consulting, Inc.	Development Feasibility Evaluation Consulting	\$10,000
Volunteers of East Los Angeles	Residential Rehabilitation Services	\$25,000
Alternative Home Care	Tenant Education & Home Health Services	\$36,000
TALX Corporation	Electronic Third Party Income Verification Services	\$43,995
Orrick, Herrington & Sutcliffe, LLP	Bonding Technical Assistance Services	\$8,000
Volunteers of East Los Angeles	Residential Rehabilitation Services	\$49,000
Maravilla Businesspersons Association	Business Assistance Services	\$45,000
Total		\$666,481
Executive Office, BOS		
Patricia Donahue	Writing Federal and State Grant Applications	Total \$40,000
Fire		
Northrop Grumman Public Safety, Inc.	Development of 911 System for Fire Dispatch	\$114,638
Franklin D. Pratt M.D., Inc.	Provide EMS Quality Assurance, Expertise, Design, and Implementation Support Service to the District	\$92,214
California Seagrave, Inc.	Sole Manufacturer of the Seagrave Aerial Ladder Apparatus	\$8,344
Total		\$215,196

CONTRACTOR	SERVICES	AMOUNT
Human Relations Commission		
Daniel Cacho	Facilitator to Engage Youth in Collaborative Learning Activities	\$17,500
Benjamin J. Angulo	Complete Scope of Work with Regards to Crime Collection, Review, Analysis and Reporting	\$5,000
Luminarias	Host the John Anson Ford Annual Event	\$5,732
Diane Burbie	Specialized Training on Conflict Intervention	\$9,400
Jacob D. Brown	Data Analysis	\$5,000
Total		\$42,632
Department of Mental Health		
A Community of Friends	Transitional Housing Services Agreement	\$136,000
Multisystemic Therapy Services, Inc	Victor Treatment Centers, Inc	\$106,000
Victor Treatment Centers, Inc	Out-of-State Child Placement Agreement	\$192,000
California State Long Beach Foundation	Student Professional Program Development	\$200,000
Total		\$634,000
Department of Parks and Recreation		
Steve Caulkins; Haley/Caulkins Master Lawn Bowling Greens Constructors	Specialized Services for Lawn Bowling Maintenance Services at Arcadia Community Regional Park	Total \$55,414
Probation		
GE Homeland Protection	Equipment Maintenance	\$133,056

CONTRACTOR	SERVICES	AMOUNT
Special Services Group	Employment Services for High Risk/High Needs Minors	\$200,000
W. Haywood Burns Institute	Consulting Services	\$124,500
Long Beach Blast	Literacy Program for Juveniles	\$131,400
Asian Youth Center	Gang Intervention Services for Youth	\$200,000
InsideOUT Writers Inc.	Writing Program for Youth	\$204,342
Total		\$993,298
<i>Department of Public Health</i>		
South Bay Children's Health Center (SBCHC)	Health Services	\$125,378
Public Health Foundation Enterprises, Inc. (PHFE) for HIV/AIDS	Transitional Case Management Providers, Promoting HIV Prevention and Inmate Health at County Jail Facilities.	\$ 17,500
Center for Health Justice, Inc. (CHJ)	Transitional Case Management Providers, Promoting HIV Prevention and Inmate Health at County Jail Facilities.	\$ 18,750
UCLA	Develop and Implement a Training Curriculum for the Community Emergency Response Teams	\$160,584
Total		\$322,212
<i>Public Library</i>		
Harris & Associates	Specialized Annual Tax Administration Services for the Department's Special Tax Program	Total \$125,000

CONTRACTOR	SERVICES	AMOUNT
Department of Public Social Services		
Trac Systems Corporation	Automated System Designed to Track Departmental Civil Service Examination Candidates Through the Exam Process	\$3,686
NEC Corporation	Enhancement Allows for Personalization of Customer's Personal Identification Number	\$248,084
Total		\$251,770
Department of Public Works		
AppleOne	Employment Services	\$250,000
Wood's Maintenance Services, Inc. d.b.a. Hydro Pressure Systems	Florence Area Enhancement Maintenance service	\$246,000
TruGreen Landcare	Landscape and Grounds Maintenance Services	\$143,345
TruGreen Landcare	Landscape and Grounds Maintenance Services	\$86,721
TruGreen Landcare	Landscape and Grounds Maintenance Services	\$49,026
TruGreen Landcare	Landscape and Grounds Maintenance Services	\$105,379
Iron Mountain Information Management, Inc	Off-site Records Storage and Retrieval Services.	\$70,000
Total		\$950,471
Sheriff		
NEC Corporation	Maintenance Services for Automated Fingerprint Identification System.	Total \$151,462
		TOTAL \$5,323,328

07-27-09